

PIPES-ON-SIGHT LIMITED

DOCUMENT CONTROL PROCEDURES

The use of the abbreviation 'POS' refers to Pipes-On-Sight Limited

GUIDANCE INFORMATION

There are four sections to these procedures; Guidance Information, which gives a written explanation to why we have procedures; Primary Information, which lists the basic requirements of the procedures along with a brief explanation; Supporting Information, which provides a more in-depth explanation of the requirements; An Appendix, which provides you with a Document Issue Log Sheet.

These control procedures are here to help you and your company. They are not here to hinder or to put obstacles in place to make extra or permanent work for POS or any other company. In the contrary, we are believers in encouraging everyone to adopt and exercise their own control measures. However, we also know that law, regulations, codes of practice and other obligations are confusing and have led to our industry adopting the bewildering mish-mash of cross company practices, policies, procedures and homemade remedies in the hope that it somehow and hopefully meets with the minefield of obligations.

We encourage you to adopt the simple yet comprehensive document control procedures below so that together we can establish a common set of standards for all of the sites we serve. This will assist our industry work under a sound control structure. You should also feel confident knowing that you and your industry partners are working to the same high standards.

Please remember too that your company and you as an individual are responsible and accountable. You may need to prove that you implement adequate control procedures for company documentation. Just like Health and Safety, document control covers a similarly confusing array of expectations such as storage, retrieval, updating, review, access, virus protection, copying/duplication, etc, etc.

The WebSight document access and management tool provides a simple, easy to use, solution to these issues plus many more. We encourage you to make the most of it. However, WebSight is only part of the solution; you and your colleagues are the other.

If you have been given a username and password to access company documents via WebSight, you have been recognised as a responsible person and you are known as a 'User' for WebSight. This now means that you have the responsibility to understand and implement these Document Control Procedures. You will play a key part in making document control work properly and effectively.

WebSight has an admin' interface which is used to assign users, upload files and to monitor any files that have been accessed. This means that the facility is audit trail-able. This is an important function of WebSight, and again an area where our industry continues to fail. The ability to audit trail where and when documents are stored and issued is something that we must do. It is therefore important that you understand how you can do these things and still keep control over each and every document.

Lastly, please always remember that all documents accessible via WebSight are recognised as official company documentation. These documents, (along with any of their matching hard/paper copies), are subject to these Document Control Procedures for the benefit of you and your company. You should not edit or distribute any document without following the control procedures.

If in doubt, please contact your line manager or the POS office for further guidance.

PRIMARY INFORMATION

P1. A Document Access Manager is the senior person who allocates individual people as 'Users'. This person is usually of senior managerial status within the client company, i.e. an Engineering Manager. There is only one Document Access Manager per site.

See:

- S1

P2. A 'User' is an individual person who has been granted access permission by the Document Access Manager. This can be anyone, i.e. a company employee or a contractor.

See:

- S2

P3. Every person who has access to WebSight has their own unique log-on details. These details must be kept confidential.

See:

- S3

P4. Every person who accesses WebSight must be aware of their responsibilities and of their requirement for document control discipline.

See:

- S4

P5. Any drawing or any text file/record/article is known as a document.

See:

- S5

P6. All documents are known as either Parent or Copy Documents. Documents uploaded to WebSight and documents downloaded from WebSight are both Copy Documents.

See:

- S6

P7. Copy Documents must not be edited using a software tool, i.e. CAD. The Parent Document is the only document subject to modifications and re-issue.

See:

- S7

P8. Document Owners and Document Controllers exist for all documents. There will only be one Owner and one Controller per document.

See:

- S8

P9. Documents can easily be downloaded from WebSight by a user. However, this creates a duplicate of the original document. If the user then emails, or saves to disk, a downloaded document, a third copy is made, and so on. These duplicated documents must be subject to the same level of control as the WebSight document. However, more often than not, these numerous duplicated documents become Uncontrolled and/or Wild Documents.

See:

- S9

P10. Any document can become 'Uncontrolled' or 'Wild'. This is unacceptable and avoidable.

See:

- S10

P11. All documents have a 'window' of use before they are required to be audited. Documents must not be used once they are deemed 'Out Of Date'.

See:

- S11

P12. Any document may be audited by any 'Competent Person'.

See:

- S12

SUPPORTING INFORMATION

S1. Document Access Manager

A Document Access Manager is the senior person who allocates individual people as 'Users'. This person is usually of senior managerial status within the client company, i.e. an Engineering Manager. There is only one Document Access Manager per site. This person will be chosen due to their status within the company. This person will be responsible for deciding on who needs access to WebSight. The Document Access Manager is normally identified on the inside lid of the 'hard copy' Sight Pack, and is usually the person who has most liaison with Pipes-On-Sight Limited.

S2. Users

Any party and/or person accessing websight and/or downloading any document from it are known as a 'user'.

Users are designated by the Document Access Manager and POS. Users are granted permission to access WebSight via their own personal email address and passwords.

All users using/accessing/viewing/handling any document which has been downloaded from WebSight does so by agreeing to and working to these procedures.

Users are responsible for the control of all downloaded documents. POS will not support, and are not responsible for any document which leaves WebSight as a downloaded document. Downloaded documents are particularly vulnerable to becoming Uncontrolled or Wild Documents.

Users are reminded of their responsibility to protect against **Wild and Uncontrolled Documents**. Such documents are considered an unacceptable risk to **Health & Safety**. It is for this reason that these control terms are implemented. **Don't become the source of unacceptable risk.**

Websight will store details of user's activities when accessing WebSight.

See:

- S1
- S3
- S10

S3. Log-On Details

Users **must not** disclose their personal log-on information to any other person or body. POS does not restrict the amount of users that can be assigned, although it is recommended that this is kept to a minimum to achieve the highest level of control.

Any disclosure of personal log-on information will be deemed as a violation of these agreed procedures. In this instance POS may immediately terminate the user's access privileges to WebSight.

See:

- S4

S4. Discipline

These procedures are implemented to assist in the overall control of documents. It is important for both POS and their clients to work within the constraints of a simple yet controlled document management system in order to meet the demands of modern obligations. **Your professional responsibility and discipline is required** at all times when accessing documents via WebSight.

See:

- S2
- S3

S5. Documents

Any drawing or any text file/record/article accessible via WebSight is known as a document. This is for clarity and ease of use. The term drawing can lead to an impression of a 'luxury nice-to-have' item or an item which is not regarded as an official document under official control.

See:

- S4
- S6

S6. Parent and Copy Documents

6.1 All documents held on WebSight and/or released from the POS offices for use/viewing, are known as Copy Documents. A Copy Document must not be regarded as a Parent Document.

6.2 A **Copy Document** is a copy of the Parent Document and is available only in **PDF format** for the purposes of electronic transmittal. PDF documents are not able to be edited or revised electronically. They are read only documents. This is to protect the Parent Document from being electronically edited/revised by anyone other than the Document Controller, (see S8).

6.3 Only **Parent Documents** can be edited and re-issued. These documents are only available in **AutoCAD DWG format**. Parent Documents are not available or transmitted electronically in PDF format, (PDF formatted documents are known as, [and can only be], Copy Documents).

- 6.4 Parent Documents are the '*master documents*'; they are at the highest level of control. These are normally safely stored by POS and are not held on WebSight. It is the Parent Documents which are regarded as the '*official current record documents*' for the client. It will be the Parent Documents that are used for official and/or formal reference by any inspecting body, i.e. Health and Safety Executive. These must be obtained from POS.
- 6.5 POS has learnt, through many years of experience, the difficulties that our industry faces of successfully identifying what and where the Parent Document is. We have all heard the term 'Master Drawing', a term which in many cases is anything but 'masterful'! This term has been lost in the mish-mash of a million company practices. What is a 'Master Drawing'? How do we construct these 'Master Drawings'? How do we control them?

The fact is, is that these 'Master Drawings' should be our Parent Documents. But how they are used, controlled and protected is a far cry from how a Parent Document should be controlled. This is meant as no disrespect to any company or individual, it is just a fact of how our industry is unable to dedicate time and resource against other 'priorities'.

- 6.6 It has also been highlighted from the misfortunes of others, that using an outside body, to control and protect documentation, can be regarded as being more secure, simply because the document control structure is separated from the likelihood of shortcutting through budgetary restraints, individual 'empire building' and messy company protocols. The control procedures are not likely to be 'tampered with' or 'bypassed' for the temporary benefit of the company.

Although POS are not stating that this applies to you or your company, it is strongly recommend that the Parent Documents are protected by utilising the WebSight facility.

- 6.7 Where a Copy Document is held on WebSight, the associated Parent Document can only be held by POS. It cannot be held by any other person or body. WebSight will not support any Copy Document without having protection over the Parent Document. This is for obvious and sound control reasons which anyone should expect.
- 6.8 Again, it is important that you understand that this level of control is for the benefit of you and your company.

Customers to POS can request that they hold and protect the Parent Document at any time. This is a right of the customer and POS will never restrict this right. However, you must be aware that the document will then not be supported via WebSight. You are strongly recommended to use POS as your outside body for document control and protection over your Parent Documents. The advantages are numerous.

Please remember that by using POS to protect your Parent Document, you or your company are not losing control, you are implementing a higher level of control. The Parent Document can be obtained at any time. Please remember, POS are not here to hinder, we are here to help.

If you or your company need to have control over the Parent Document, please contact our office and we will be happy to help.

6.9 There will exist, at any time, only one single Parent Document. It cannot be held simultaneously or copied by another person or body. This is to restrict the uncontrolled duplicating and editing of the same document.

6.10 Any downloaded Copy Document which is stored, saved or held by a user by any method or in any format, must not be regarded as a Parent Document.

Similarly, any downloaded document which is printed to hard copy by a user must not be regarded as a Parent Document.

6.11 All users must be aware that changes may be planned or taking place to the Parent Document at any time. Therefore the Copy Document held on WebSight may not be an exact copy of the Parent Document.

See:

- S7
- S8

S7. Modifying Documents

7.1 Only the Controller of the Parent Document can edit, alter, modify, make obsolete or destroy any document without prior notice being given to any person or party.

This level of control has to exist because without it the document is capable of being modified and re-issued by a person or organisation which is different to where it is being controlled. For instance, a document may be available for access via WebSight or similar document access source, and this would be deemed as the latest and most up-to-date document for the workforce to use, (that's why it's there), but in fact someone else has modified, and made available, a copy of it. In this case we end up with conflicting information; two different versions of the same document! This leads to confusion, frustration and even risk to health.

It is therefore necessary to put a control function into the procedures so that if a document needs to be edited by a different person/organisation, (let's say Person 'X'), which is a different person/organisation than the current Document Controller, (let's say Person 'Y'), Person X must first request control, (and ownership), over the Parent Document from Person 'Y'.

7.2 A request for control over a Parent Document which is under the control of POS can be requested at any time by anyone. In this instance POS will only provide the person/organisation requesting control, with the document, after confirmation from the Document Access Manager, (see S1).

7.3 Only the Parent Document can be edited, modified and/or revised. A Copy Document is then uploaded to WebSight from the 'new' Parent Document.

7.4 WebSight will only support, (make access available to), documents which are controlled by POS.

This control function is set for obvious reasons. POS or any other document access provider can only confidently make documentation available where we know what, when and how documents are being modified. It would be a poor level of control for any

document access provider to allow access to a document which potentially could be a different version of the 'same' document which has been modified, and in circulation, somewhere else.

- 7.5 Document control can be temporarily handed, by POS, to someone else, for editing purposes, and then handed back to POS for uploading to WebSight.
- 7.6 Copy Documents must not be edited, altered, defaced or modified for the intent to re-issue, without permission from the Parent Document Controller. This is an obvious level of control which must be set to protect the Parent Document.
- 7.7 Copy Documents can be used by a person, for routine survey work, or where a person needs to make a note of a system change or proposed system change. Hand editing hard/paper documents with pen/pencil is a good example of this. However, it is necessary to keep a high level of control over this editing practice as this is a classic road to Uncontrolled and Wild Documentation.

See:

- S4
- S6
- S8
- S10

S8. Document Owners and Document Controllers

- 8.1 All documents will have a Document Owner and a Document Controller. There will only be one document controller and one document owner per document.
- 8.2 POS are the Document Controllers for all documents held on WebSight.
- 8.3 The Document Controller is not necessarily the Document Owner. The Document Owner and Document Controller will normally be stated on the document.
- 8.4 The Document Owner is usually the person or organisation who has paid a fee for the document to be produced, i.e. the client company. Where a Document Owner is not stated, the Document Controller will be the Document Owner.
- 8.5 Only the Parent Document can be owned. The Copy Document cannot be owned; it can only be controlled. This is because where a Copy Document is being used by a third party; the Owner of the associated Parent Document has no 'ownership' over that particular Copy Document.
- 8.6 A user must not assume that he/she is either the Document Controller or the Document Owner. If in doubt you should contact seek advice from your line manager or POS.

See:

- S7

S9. Downloading, Duplicating and Issuing Documents to Other People.

Once a document is downloaded, it is regarded as under the supervision and control of the user who downloaded it. It must not be modified or allowed into uncontrolled circulation. Remember that all WebSight actions and downloads are audit trail-able.

Any person who intends to issue any document which has been downloaded from WebSight, to any other person must first ensure that the person they are supplying the document to has read, understood and agrees to these procedures before using the document. A printed copy of, at least, the Primary Information, if not all sections of the procedures must be supplied to the person and the Document Issue Log Sheet signed and kept by the WebSight user until the Uncontrolled Document is returned. The log sheet should be filed as an archive record for audit trail requirements

See:

- P9
- S4
- S6
- S7
- S10
- A1

S10. Uncontrolled and Wild Documents

An Uncontrolled Document is any document, whether paper or electronic, which is used and/or stored by any person in such a fashion that is not under the direct and sole control and/or supervision of Pipes-On-Sight Limited. Examples are: documents which are downloaded to a person's hard-drive or memory stick, a printed paper copy document stored in a person's filing cabinet, a downloaded copy document which has been emailed to another person, and documents which have disputed ownership.

A Wild Document is any document, whether paper or electronic, which has no supervision by any single person. Examples are: a document that is left lying around, a document which has become lost or misplaced, a document which has no specific storage place, and a document which has no clear title or history trail displayed on it. A document which is clearly old and/or containing out of date information is also a Wild Document.

Uncontrolled and Wild Documents are unacceptable and must be avoided at all times. Proper use of these control terms should prevent these types of documents occurring.

If you find or suspect that any document falls into this category you must report it to your line manager or POS.

See:

- S4
- S6
- S7

S11. Auditing Documents

- 11.1 As has already been stated in section S6, the level of control over documentation in our industry in the past has been poor. With the implementation of Risk Assessment in almost everything that we do and anticipate doing, this is no longer acceptable. We have stated that our documents form '*official company documentation*', so therefore it is necessary to risk assess why we need this information and how important it is. We maintain documents to ensure accuracy so that it remains available for our workforce to use with confidence and safety.
- 11.2 All documents held on WebSight are subject to an expiry date. An expiry date is implemented to protect against potential inaccurate document data being accessible for use. The expiry date will be twelve months after the last survey/review date. The last survey date will be shown on drawing templates. Expiry dates will not necessarily be shown on text documents as they are usually subject to continual review. This review/expiry date of any document does not suggest or guarantee that the document data is either accurate or inaccurate.
- 11.3 WebSight displays the expiry date as the Sight Pack REVIEW DATE. The date shown in this review date column is the expiry date. Therefore the Sight Pack contents will not be accessible to users on WebSight after this date, (the Sight Pack Documents will be inactive).
- 11.4 The review date will turn red one month before the date shown to serve as a visual reminder for users and Document Control Managers, that there is only one month left before the Sight Pack contents become inaccessible.
- 11.5 Documents which have passed their expiry date will be known as 'out of date'. These documents will not be accessible via WebSight until they have been audited, (checked and verified for accuracy). POS/WebSight will not support any document which is out of date.
- 11.6 We recommend that the auditing/verification process of documents that were originally constructed by POS is undertaken by POS, and this can be planned as part of an on-going maintenance scheme. However, the document audit does not necessary have to be performed by POS. Where another person has performed the audit, a written and signed document as proof of audit must be provided to POS to enable continued availability of that document via WebSight. The signed declaration is also used for audit trail purposes.
- 11.7 All documents held on WebSight are subject to continual review, revision and updating. Therefore users must regularly check to make sure POS are not in the process of editing a Parent Document, as no notice or warnings will be given to users, by POS. It is always advisable to check before any important decisions are taken.

See:

- S6
- S10
- S12

S12. Competent Person

A Competent Person is deemed as an individual or organisation that has sufficient knowledge, expertise and experience of industrial pipework systems so that that person or organisation can confidently verify whether a document is accurately depicting the pipework system it is representing.

An individual Competent Person will need to authenticate a written declaration stating that the document has been audited on a certain date and that it is accurate.

The term '*pipework*' means, pipes and all associated fittings and connected plant. This will include items such as: Valves, pumps, compressors, filters, regulators, tanks, vessels, gauges, automated controls, etc, etc. This list is not exhaustive.

S13. Miscellaneous

Pipes-On-Sight Limited reserve the right to modify these Document Control Procedures at any time without notice in order to improve the system.

All persons are encouraged to offer suggestions towards the improvement of these procedures at any time by contacting their line manager, the Document Access Manager or POS. All suggestions will be considered and evaluated by POS.

Your professional and moral support along with your suggestions are the things that make our working environments, safer and happier. We value these.

Document Issue Date: 03/07/09	Document Owner: Pipes On Sight Limited
Document Revision Date: 30/06/10	Document Manager: T. Grant

APPENDIX

- A1. This appendix contains the Document Issue and Usage Log sheet that must be completed for every issue of a document to a third party, which has been obtained via WebSight, and therefore subject to the POS Document Control Terms. The sheet is available as a downloadable PDF file via WebSight and is also shown below. All users are encouraged to use this sheet as part of Document Control.

PIPES-ON-SIGHT LIMITED DOCUMENT CONTROL

DOCUMENT ISSUE AND USAGE LOG

THIS SHEET IS TO BE USED BY THE RESPONSIBLE PERSON WHEN ISSUING DOCUMENTS TO THIRD PARTIES

DISCLAIMER

All persons using/accessing/viewing/handling any document which has been produced by Pipes-On-Sight Limited and/or downloaded from *WebSight* does so only by agreeing to the Document Control Terms. You should have been supplied with a copy of the terms. You must not use any document without obtaining and understanding the Document Control Terms.

Any user (see the Document Control Terms) who supplies any document accessed via WebSight or a Pipes-On-Sight Sight-Pack, to any other person/s must first ensure that the person/s they are supplying the document to have read, understood and agrees to these terms before using the document. A printed copy of the terms should be supplied to the person and this front sheet must be signed and kept by the responsible person until the 'uncontrolled' document is returned. This front cover sheet should be filed as an archive record for audit trail purposes.

- **THE PERSON ACCEPTING/USING THE DOCUMENTS LISTED BELOW HAS READ AND UNDERSTOOD THE DISCLAIMER ABOVE AND THE PRIMARY INFORMATION OF THE DOCUMENT CONTROL TERMS.**
- **THE PERSON ACCEPTING/USING THE DOCUMENTS LISTED BELOW AGREES TO CONTROL, SUPERVISE AND SAFEGAURD THE DOCUMENTS LISTED BELOW AND RETURN THEM AFTER USE.**
- **NO DOCUMENTS ARE TO BE COPIED BY ANY MEANS IN ANY FORMAT.**
- **NO DOCUMENTS ARE TO BE LEFT UNATTENDED/UNSUPERVISED.**
- **ALL DOCUMENTS MUST BE FILED AWAY SAFELY WHEN WORK ACTIVITY STOPS AND AT THE END OF EACH DAY.**

DATE:	TIME:
PRINT NAME OF RESPONSIBLE PERSON ISSUING THE DOCUMENT/S:	SIGNATURE OF RESPONSIBLE PERSON ISSUING THE DOCUMENT/S:
PRINT NAME OF PERSON ACCEPTING/USING THE DOCUMENT/S:	SIGNATURE OF PERSON ACCEPTING/USING THE DOCUMENT/S:
COMPANY NAME AND POSITION HELD:	CONTACT DETAILS INCLUDING MOBILE PHONE NUMBER:

DOCUMENT NUMBER OR TITLE	QTY ISSUED	QTY RETURNED
SIGNATURES BY BOTH PARTIES ON RETURN OF DOCUMENTS ->		